

EVALUATION/SUPERVISION

Classified and confidential employees shall be evaluated using the following time schedule:

1. The first evaluation shall occur prior to the end of the third month of employment.
2. The second evaluation shall occur prior to the end of the sixth month of employment.
3. The third evaluation shall occur prior to the end of the eleventh month of employment before a recommendation as to the employee's retention is made.
4. Evaluations shall be completed every year thereafter by May 15 or at the discretion of the employee's supervisor if more frequent evaluations are warranted.

It is the responsibility of the employee's supervisor to schedule the evaluation conference.

Baldy View Regional Occupational Program (ROP) classified and confidential employee personnel shall be evaluated using the *Classified Personnel Performance Evaluation Form*.

The evaluation will include performance areas, goals and professional development activities.

Process for Evaluation Conference

Criteria for conducting the evaluation may be one of the following options:

1. Evaluator and evaluatee jointly discuss each item together.
2. Evaluatee can request that the evaluator's supervisor be present as an observer.
3. Evaluator can request that their supervisor be present as an observer.
4. Evaluatee can request that the evaluator's supervisor or a third party of mutual choice be present as an unbiased third party to facilitate any disagreements.

Those evaluations that the employee agrees with will be signed by the supervisor, the Superintendent and placed in the employee's personnel file.

Resolving Disagreements from Evaluations

Process for resolving disagreements regarding evaluations are as follows:

EVALUATION/SUPERVISION (continued)

1. Employee should sign evaluation that they have discussed the report with their supervisor. Their signature does not necessarily indicate agreement. If the employee disagrees with the evaluation, they may submit a written statement to the Superintendent within 10 working days from receipt of the evaluation which will be attached to the evaluation and become a part of the record.
2. Employee can request in writing a hearing with the evaluator and the evaluator's supervisor within 10 working days of the initial evaluation to discuss the areas of disagreement.
3. If after this meeting, the evaluatee is still dissatisfied, they may within 10 working days request in writing a hearing with the Superintendent to appeal the evaluation or discuss the previous meetings.

Upon completion, evaluations and attachments, if any, will be reviewed by the evaluator's supervisor prior to their return to the personnel file and will become a permanent record.